



EXTERNAL COMMUNICATIONS POLICY

PURPOSE

This policy provides guidelines for handling ATC external communications with commercial media and situations where there is potential for commercial media presence.

SCOPE

This policy applies to all Covered Workers.

DEFINITIONS

ATC Confidential Information – Information should be classified as ATC Confidential Information when the unauthorized disclosure, alteration or destruction of that information could expose the company or its affiliates to a significant level of risk or negatively impact regulatory compliance, business development, or the company's ability to continue ongoing operations.

Covered Workers - All employees, contingent workers and contractors.

RESPONSIBILITIES

Covered Workers are responsible for:

- Directing media inquiries regarding ATC to Corporate Communications (mediarelations@atcllc.com or 877-506-6117).
- Maintaining the confidentiality of ATC's Confidential Information
- Complying with the FERC Standards of Conduct.
- Notifying Corporate Communications immediately upon witnessing any commercial media photographing or videotaping ATC facilities or job sites. Commercial media includes forms of media such as online streaming, broadcast or cable television, radio, newspapers, magazines, and industry trade publications. Commercial media organizations may also distribute news stories through email, social media, and websites.
- Obtaining approval from Corporate Communications in advance of any external presentations in which you are representing yourself as acting on behalf of ATC.
- Notifying Corporate Communications of any unauthorized use of ATC's name or logo by an outside party.
- Clearly disclosing your status as Covered Worker when communicating about ATC in a promotional context (including online testimonials and endorsements about ATC or its services).

Covered Workers should not:

- Represent themselves as an ATC spokesperson to any commercial media or otherwise speak to the commercial media on ATC's behalf, without prior authorization from Corporate Communications.
- Disclose ATC Confidential Information to commercial media.
- Permit ATC's suppliers and contractors to use ATC's name and/or logo, without prior authorization from Corporate Communications.

REPORTING

It is the responsibility of all ATC employees to report any suspected violations of this policy in accordance with ATC's [Open Door Policy](#).

EXCEPTIONS/VIOLATIONS

Exceptions to this policy require the approval of the Policy Owners listed above. Covered Workers who violate this policy are subject to disciplinary action, up to and including termination.